

Circulation Assistant

Part Time

Mooreville Public Library

seeks an enthusiastic, service-oriented individual to assist patrons at the circulation desk
Required: Excellent communication and computer skills, and a desire to assist the public.

Requirements:

- High school diploma or equivalent
- Computer knowledge and experience
- Library experience preferred
- A team player

Must be at least 18 years old

Responsibilities:

- Customer service, including issuing library cards, checking in and out materials, placing and pulling holds, searching the catalog, renewing items, receiving fees, assisting with general library information, assisting with technology (printing, faxing, copying, general computer tasks).
- Processing materials transiting to and from other libraries
- Shelving library materials
- Answering telephone calls

This is not an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related tasks as requested by the Director.

HOURS

Mondays: 8:30 AM-5:00 PM

Tuesdays: 8:30 AM-5:00 PM

Wednesdays: 8:30 AM– 5:00 PM

Hourly rate \$9.00

Please apply by filling out the application at: <https://moorevillelib.org/apply-for-a-job-at-mpl/>

NO PHONE CALLS PLEASE